

Summer Soccer Supervisor Job Description

Job Summary

To perform duties related to the Summer Soccer program offered through the Recreation Department. Work closely with the Recreation Program Coordinator to supervise the Summer Soccer program. Provide a positive impact on the Summer Soccer program through sound communication, appearance, & professionalism.

Position details:

- 8 to 10 hours per week
- Position Hours: 5:30-7:30pm
- Position Dates: Monday – Thursday, June 6 – July 28
- Wage: \$14-\$15 per hour
- Must be 18+ to apply

Supervision Received

Recreation Program Coordinator

Supervision Exercised

Volunteer Coaches

Examples of Duties and Responsibilities

- Works under the general supervision of the Recreation Program Coordinator.
- Summer Soccer Supervisor is required to adhere to all Town & Department policies.
- Knowledgeable of all policies and rules and assist in their enforcement.
- Is patient, enthusiastic, flexible, self-controlled, and dependable.
- Demonstrate leadership abilities and responsibility skills.
- Demonstrate ability to work independently and collaboratively.
- Work closely, cooperatively and amicably with all staff members.
- Actively communicate and assist program participants and their families.
- Exercise technical supervision of volunteer soccer coaches and support them as needed to ensure quality programming.
- Assist and attend planned coaches and officials' meetings, as well as staff meetings and related activities as necessary.
- Assist in set up and season end clean-up of Summer Soccer program as needed.
- Assist Recreation Program Coordinator with end of program events.
- Maintain effective working relationships with community and civic organization, general public and all Town employees.
- Take appropriate action and make the Recreation Program Coordinator aware of complaints and/or concerns within the Summer Soccer program as they arise.
- Attend training sessions to acquire and/or maintain CPR & First Aid Certifications.
- Adhere to safe work practices and procedures.

The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

Knowledge, Skills, and Abilities

- College degree preferred, high school diploma or GED equivalent is required
- Background in athletics is preferred.
- Excellent communication skills.
- Willingness to work irregular hours, including evenings.
- Must possess a valid Driver's License.
- CPR and First Aid certified or willingness to get certified.

Working Conditions and Physical Demands

Physical and Mental Requirements: Moderate physical effort required in performing all required duties. Position requires the ability to walk and stand for periods of up to one hour. Occasional running may be required. Occasionally required to lift sporting equipment weighing up to 30 pounds. The employee is frequently required to use hands for gross motor, fine motor and dexterity to grasp or utilize sporting equipment and to reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and to adjust focus. Below is a more detailed account with the understanding the Town will make reasonable accommodations as outlined in the Americans with Disabilities act.

Primary Physical Requirements	Other Physical Considerations								
Lift up to 10 lbs.: Frequently required. Lift up to 25 lbs.: Frequently required. Lift 26 to 50 lbs.: Occasionally required. Lift over 50 lbs.: Not required.	Twisting: Frequently required. Bending: Frequently required. Crawling: Occasionally required. Squatting: Occasionally required.								
Carry up to 10 lbs.: Frequently required. Carry 11 to 25 lbs.: Occasionally required. Carry 26 to 50 lbs.: Occasionally required. Carry over 50 lbs.: Not required	Kneeling: Occasionally required Crouching: Occasionally required. Climbing: Occasionally required. Balancing: Frequently required.								
Reach above shoulder height: Occasionally required. Reach at shoulder height: Required. Reach below shoulder height: Required.	Work Surface(s)								
Push/Pull: Frequently required	Gymnasium floor, outdoors ground, sports fields, and occasionally some office spaces.								
Hand Manipulation									
Grasping: Frequently required. Handling: Frequently required. Torquing: Occasionally required Fingering: Frequently required. Controls and Equipment: Telephone	During a single shift employee is required to: <table> <tr> <th><u>Consecutive Hours</u></th><th><u>Total Hours</u></th></tr> <tr> <td>Sit: less than 1</td><td>Up to 2</td></tr> <tr> <td>Stand: 1-2</td><td>Up to 2</td></tr> <tr> <td>Walk: 1-2</td><td>Up to 2</td></tr> </table>	<u>Consecutive Hours</u>	<u>Total Hours</u>	Sit: less than 1	Up to 2	Stand: 1-2	Up to 2	Walk: 1-2	Up to 2
<u>Consecutive Hours</u>	<u>Total Hours</u>								
Sit: less than 1	Up to 2								
Stand: 1-2	Up to 2								
Walk: 1-2	Up to 2								